

# Town of Enfield Special Use Permit Application

Planning Department • Town Hall • 820 Enfield Street • Enfield, Connecticut • 06082 • (860) 253-6355

## Staff Use Only

PH # \_\_\_\_\_

Map \_\_\_\_\_

Lot \_\_\_\_\_

Sequence #: \_\_\_\_\_

Please check one or more if applicable:

☐ New Special Use Permit ☐ Modification of Plans Previously Approved

☐ Modification of Conditions Imposed on Previous Special Permits ☐ Other

**Describe your application:** (Please Print) \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_

**Property address:** (or location in sufficient detail for some one to recognize it or find it) \_\_\_\_\_ **Zoning District(s):** \_\_\_\_\_

**Does applicant own the property?** ☐ YES (attach copy of deed) ☐ NO If no, give name and address of owner: \_\_\_\_\_

(Non-owner applicants must attach appropriate documentation to establish their standing to apply on behalf to the owner)

**Do wetlands and watercourses affect this application?** ☐ YES ☐ NO

**Is the property within a Level A or Level B Aquifer Protection Area?** ☐ YES ☐ NO

**Does this application include any regulated activity in a floodplain?** ☐ YES ☐ NO

(If yes, you will need to also submit a Flood Hazard Development Permit application to the Planning and Zoning Commission.)

What is the total lot acreage? \_\_\_\_\_ What is the length of the property frontage on all streets? \_\_\_\_\_

Name the abutting street(s) \_\_\_\_\_

What are the existing land uses and zoning districts for abutting properties or across the street(s)?

North

East

South

West

If the property has been the subject of previous applications, attach a list from the Planning Department index.

Who will be representing the application and what is the best way to contact that person (Check best)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

☐ (phone) \_\_\_\_\_

☐ (fax) \_\_\_\_\_

☐ (e-mail) \_\_\_\_\_

The undersigned hereby permits town staff and commission members to enter onto and inspect this site during reasonable hours for the purpose of reviewing this application and accompanying plans. I hereby depose and say that all of the above statements as well as the statements contained in all papers filed herewith are true.



Signature: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public

My Commission Expires: \_\_\_\_\_

## For Staff Use Only

Received in Office: \_\_\_\_\_ Commission Official Date of Receipt: \_\_\_\_\_

**TOWN OF ENFIELD CHECKLIST OF REQUIRED INFORMATION  
FOR PLANS INVOLVING NEW CONSTRUCTION  
(Please return this form with your application)**

APPLICANT \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_

General: Site Plans shall be prepared by appropriate design professionals, (surveyor, engineer, architect, and landscape architect) licensed to practice in the State and shall bear appropriate registration stamps. All drawings shall be at a scale of not less than one (1) inch equals 60 feet and where practical, the scale shall be one (1) inch equals 40 feet. All Site Plan drawings shall be in sufficient detail and accuracy, (generally A-2), to enable the construction of all site improvements shown and approved on the drawings. All site improvements shall be designed and constructed to the standards of the Town's Technical Subdivision Regulations.

	Yes	No	N/A
Title Block with name of developer, property owner, north arrow, scale of not more than 1":40' nor less than 1":60', seals and signatures of all appropriate design professionals;			
A location map at the scale of 1" to 1000' showing the proposed project and the nearest street intersection;			
Boundary survey of site including distances with angles or bearings;			
Zoning classification of property			
Area of lot			
Name of adjacent owners and zoning classification of their property;			
Existing and proposed contours or spot grades at no more than two (2) foot intervals;			
Locations of existing and proposed buildings with dimensions, area, elevations and number of stories and distances between all buildings and property lines;			
Existing and proposed sanitary and storm water drainage facilities with elevations,			
Existing and proposed sidewalks, curbs and curb cuts, and adjacent streets;			
Soil erosion and sedimentation control measures as required by Section 7.20 of the Enfield Zoning Regulations;			
Drainage design for roof area, parking lot and driveways consistent with Section 7.10.11			
Locations and descriptions of all existing and proposed easements and rights-of-way			
Location of existing trees. Trees larger than 12" in diameter shall be so labeled.			
Proposed landscaping with specific location, size and common name.			
Layout of all off street parking areas showing details of aisles, driveways, each parking space, all loading and unloading areas, pavement markings, location of directional signs,			
Existing and proposed locations, height and size of all outdoor lighting and sign locations;			
Fire lanes and traffic control signs as required by Police and Fire authorities;			
Outside storage areas with proposed screening			
Location of outside recycling and refuse storage area and proposed screening			
Provisions for water supply			
Where development is proposed to be in phases, phase lines shall be shown			

	Yes	No	N/A
In tabular form show in one column the required standards contained in the bulk table or elsewhere in these Regulations and in a second column in line with the standards in the first column the standards proposed for a specific facility;			
12 copies of preliminary architectural plans which shall describe the appearance, size, use and occupancy of all proposed structures; said plans shall be at a scale not less than one (1) foot equals 16 inches, and shall include the following:			
a. Floor plans for each floor or level of each proposed structure, which plans shall indicate spatial arrangement, use, occupancy, seating arrangement, ingress and egress;			
b. Exterior elevations (side views) of each side or elevation of each proposed structure; such elevations shall indicate proposed materials, roofscape, if any, and building height;			
c. All exterior mechanical equipment shall be shown and fully screened from the public view in a manner compatible with the architectural style of the building and designed in a manner that is integral to the architectural design of the building;			
d. Where alterations and/or additions to existing buildings are proposed, description in both plan and elevation adequate to explain the proposal shall be provided;			
Copy of preliminary application for access to State highways and to State-owned storm drainage facilities where such state permit is necessary.			
Electronic Submittal Requirement Agreement Form (and Fee if appropriate)			

**Waiver: The Commission may waive the submission of all or part of the information required under this section if it finds that the information is not necessary in order to decide on the application's conformance with these Regulations.**

**FEES:**

<b>SPECIAL USE PERMIT (NEW OR REVISED)</b> <b>COMMERCIAL/INDUSTRIAL</b> New Construction or addition  Change of Use for existing Floor Space only	\$260.00 plus .01 per square foot of new building footprint plus .005 per square foot of additional disturbed area. \$260.00
<b>SPECIAL USE PERMIT</b> <b>RESIDENTIAL</b> Planned Residential Developments/ Senior Residential Developments  Revisions to above  Existing Residential Conversions (Apartments) All other applications in residential zones	\$260.00 plus \$50 per unit plus \$80.00 for every one hundred (100) feet, or any part thereof, of new roadway proposed to be constructed and intended to be deeded to the Town as Public Right of Way  \$260.00 plus \$50 per unit difference from original approval plus \$100 80.00 for every one hundred (100) feet, or any part thereof, of additional roadway proposed to be constructed and intended to be deeded to the Town as Public Right of Way.  \$260.00 or \$50.00 per unit whichever is greater. \$260.00 plus .01 per square foot of new building footprint plus .005 per square foot of additional disturbed area (if applicable)